

MADERA COUNTY

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION:

Under general direction, to perform intake, storage, maintenance and disposition for property and evidence materials received by the Sheriff's Department; and to perform related work as required.

SUPERVISION EXERCISED:

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operates the property and evidence room; receives, inventories, stores, maintains and releases all types of property coming into the possession of the Sheriff's Department; may assist criminal investigation staff at crime scenes with the booking and transporting of evidence; produces evidence for court, attorneys and investigators; disposes of property or evidence according to applicable laws, codes, rules and regulations, including materials requiring special handling, such as narcotics and weapons; may be required to testify in court regarding duties involving receipt, storage and release of property and evidence; documents chain of custody actions for all property and evidence materials; prepares reports, correspondence, special studies and research.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable federal, state and local laws, codes and regulations, including the Public Records Act, related to property and evidence control under the custody of law enforcement agencies.

Standard law enforcement information, record keeping terminology practices and procedures.

Techniques and methods for storage and preservation of perishable materials, such as blood and other body fluids and parts.

Automated law enforcement information systems and procedures.

Methods and techniques for inventorying and record keeping.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Prepare and maintain accurate, concise case records and necessary reports.

Learn basic principles of law enforcement.

Communicate clearly and effectively, both orally and in writing.

Establish and maintain effective interpersonal relationships with staff at all organizational levels, attorneys, victims of crime, and the public.

Exercise appropriate independent judgement and professional ethics.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year of full-time, paid work experience performing detailed record keeping, preferably in a law enforcement environment.

Education:

Possession of a high school diploma or equivalent, supplemented by college level course work in criminal justice, criminology, communications, or behavioral sciences.

License / Registration:

Possession of, or ability to obtain, a valid California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Must meet physical and background standards as established by the State of California and Madera County to ensure safety of department personnel and the general public; must be able to travel to different sites and locations; must be able to work various shifts, such as swing shift, mid-shift, weekends, and holidays.

Effective Date: July 2003